

# Letter of Intent to Sue

**[Your Name]**  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

**[Date]**

**[Recipient's Name]**  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my intent to pursue legal action against [Company Name] regarding the unapproved payment of [amount] that was processed on [date] without my authorization.

Despite multiple attempts to resolve this matter amicably through your customer service, I have not received a satisfactory response or resolution. This failure to address the unauthorized payment leaves me with no choice but to consider legal action.

I request that the matter be resolved within [number] days from the date of this letter. If I do not receive a satisfactory response, I will commence legal proceedings without further notice.

Thank you for your attention to this urgent matter.

Sincerely,  
[Your Name]